



## JOB DESCRIPTION

**JOB TITLE:** Director, Property Management  
**DEPARTMENT:** Housing  
**REPORTS TO:** Senior Vice President, Housing  
**LOCATION:** Yonkers

**SUMMARY:** Responsible for planning, organizing and directing all property management functions and staff. Supervises Property Management Staff.

### **DUTIES & RESPONSIBILITIES:**

- Develops management operating plans for all new rental and managed properties, including rent collection, legal action, fair and affirmative marketing, and compliance with budget and regulatory requirements.
- Ensures compliance with government programs including but not limited to ETPA, the Federal Low-Income Housing Tax Credit Program, State Low-Income Housing Credits, Tax Exempt Bond Financing, HOME, the Westchester County Rental Assistance Program and all others.
- Ensures rental of vacant units, lease renewals and tenant income certifications are completed accurately and in a timely manner. Coordinates agency response for the preparation of reports to Federal, State, local and private regulatory agencies.
- Works collaboratively with Director of Facilities to develop staffing plans and procedures to ensure adequate preventative, planned and emergency coverage of property needs.
- Works collaboratively with VP of Housing, VP of Finance and Director of Facilities to develop and monitor operating budgets and tenant turnover.
- Fills in as needed for property managers
- Other duties as assigned

### **EXPERIENCE, EDUCATION AND SPECIAL REQUIREMENTS:**

Bachelor's degree or the equivalent, and a minimum of 5 years comparable supervisory experience in property management, housing program administration or other real estate industry background. Experience should include administrative and business aspects of property management, knowledge of residential building systems, legal and regulatory processes and procedures re affordable housing. Must demonstrate ability to communicate clearly- orally and in writing – and work well with a diverse team. LIHTC and R.A.M. certification and experience with computerized property management systems required. Driver's license and car needed for field visits. Real Estate Broker's license a plus.

### **AGENCY PROFILE & EMPLOYEE EXPECTATIONS**

Westhab is the premier organization of our kind in our region, providing housing and supportive services for more than 10,000 of the most vulnerable members of our community each year. We are staffed by an extraordinary group of hard working professionals that are fully committed to our mission - *Building Communities. Changing Lives.* Working at Westhab is not easy. Our expectations for all staff are high. We believe that the people and the communities that we have the privilege to serve deserve our very best every day. We are results-driven organization that focuses on empowerment and impact. If you want to apply for this opportunity, it should only be because you feel ready for the challenges and expectations that come with joining this kind of team. (EOE)

To apply send resume and cover letter to Jinja Cuevas, Director of Human Resources, [Jinja.cuevas@westhab.org](mailto:Jinja.cuevas@westhab.org) or visit <https://westhab.applytojob.com/apply/k6P6OpFTPu/Director-Of-Property-Management?source=westhab>